



**CEO Consortium meeting of the Area 14 Workforce Development Board  
10:00 a.m. on Friday, March 10, 2017  
Athens Public Library, 30 Home Street, Athens, Ohio**

**Present:**

Michael Bartrum , Meigs County Commissioner, CEO chair  
James O'Brien, Perry County Commissioner  
Lenny Eliason, Athens County Commissioner  
Scott Zielinski, WDB Director  
Cheryl Boley, Perry County Department of Job and Family Services Director  
Chris Shank, Meigs County Department of Job and Family Services Director  
Mendra Hupp, Perry County Department of Job and Family Services Assistant Director  
Vince Reiber, Meigs County Department of Job and Family Services Business Administrator  
Tracy Helber, Athens County Department of Job and Family Services Chief Fiscal Officer

The Workforce Development Board (WDB) Area 14 Chief Elected Officials (CEO) Consortium met for a regularly scheduled meeting on the 10<sup>th</sup> day of March 2017 at 10:00 a.m. at the Athens Public Library. All three members of the CEO Consortium were present so a quorum was established. All those attending signed the sign-in sheet to verify attendance.

CEO chair Michael Bartrum called the meeting to order.

- 1) Commissioner Eliason made a motion to approve the minutes from the previous meeting.  
Commissioner O'Brien seconded the motion.  
No discussion.  
Motion passed.
- 2) Commissioner Eliason made a motion to approve the agenda.  
Commissioner O'Brien seconded the motion.  
No discussion.  
Motion passed.
- 3) WDB director Scott Zielinski informed the group that today is his last day as the WDB director as he will become the director of the Athens County Department of Job and Family Services on Monday, March 13, 2017.
- 4) CEO chair Bartrum opened the sealed bids for Youth Services, Career Services and One-Stop

Operations. Athens County Department of Job and Family Services, Meigs County Department of Job and Family Services and Perry County Department of Job and Family Services were the only organizations to submit bids for their respective county.

Commissioner Eliason made a motion to acknowledge receipt of the bids.

Commissioner O'Brien seconded the motion.

No discussion.

Motion passed.

Commissioner Eliason made a motion to accept the bids and recommend approval to the full Area 14 WDB.

Commissioner O'Brien seconded the motion.

No discussion.

Motion passed.

- 5) Administrative Agent Discussion. Commissioner Eliason stated the Athens County Commissioners may appoint an interim Director at their next commissioners meeting scheduled for March 14, 2017. Then the formal advertising process will commence to hire a new WDB director.

Director Boley discussed the fiscal issues regarding the WDB director. The current budget is about \$45,000, however, the true costs are much more. Perry County was making contributions to fill the gap between the budget line item and the actual costs. Assistant Director Hupp presented an analysis of the budget and what it would take to fund a full time WDB director moving forward. She estimates the new budget line item will be around \$53,000. This is still not enough to cover the costs. Athens County Department of Job and Family Services and the Meigs County Department of Job and Family Services agreed to provide \$7,500 each in local funds to help with the WDB director budget. This would get the line item to around \$68,000. The Athens County Board of Commissioners will draft the position description and budget around this number.

Interim director will prepare Youth Services, Career Services and One-Stop operations contracts and present to each board of county commissioners for approval.

- 6) Commissioner Eliason made a motion to adjourn.

Commissioner O'Brien seconded the motion.

No discussion.

Motion passed.

Meeting adjourned.